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ABSTRACT

In October, 1971, AIMLO (Auto-Instructional Media for Library Orientation) was initiated at Colorado State University Libraries. AIMLO is an innovative approach to undergraduate library instruction, providing on-demand, point-of-use programs about three basic library tools: periodical indexes, the card catalog, and U.S. government documents. To keep student usage of AIMLO on a strictly voluntary basis, three unobtrusive evaluation techniques were initially tried: counters on the machines to record use totals, optional questionnaires, and a telephone survey. When these results proved insufficient, it was decided to evaluate AIMLO instruction by means of a library use quiz, administered to three sections of an introductory psychology course in the fall of 1973. Section one of the class was encouraged to use AIMLO for library orientation, section two was given printed guides, and section three received no library instruction. One week later, the unannounced quiz was administered. Fifty-two percent of the 502 students had made no use of library instruction and only 15 percent had made any use of the machines. Since the students using AIMLO scored high on the quiz in comparison to all other groups, continuation of the program was recommended. Appendixes include the questionnaires, the quiz, and the printed library guides. (SL)

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Colorado State University Libraries

AIMLO

Auto-Instructional Media for Library Orientation

Final Report

March, 1974

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IR 001 915

INTRODUCTION

In October, 1971, following an initial trial-run period during the preceding summer quarter AIMLO (Auto-Instructional Media for Library Orientation) made its debut at Colorado State University Libraries. Funded by the Office of Instructional Development and the Libraries, AIMLO is an innovative multi-media approach to undergraduate library instruction, designed to provide on-demand, point-of-use programs about three basic library tools: periodical indexes, the card catalog, and U.S. Government documents. An essential consideration in assembling the media hardware was the selection of equipment capable of automatic recycling of the programs, and rugged enough to withstand frequent heavy use.

An Interim Report on the AIMLO project was presented to the Libraries' Public Services Council in February, 1972, in the form of a videotape. A second report in January, 1973, described the results of fifteen months of observation and evaluation of the AIMLO project. Discussion of this report in the Public Services Council and suggestions from colleagues led the AIMLO project committee to experiment further with evaluation techniques designed to assess the teaching effectiveness of the AIMLO programs as compared with other, more traditional forms of library instruction. The results of this latest evaluation form the body of this final report on the AIMLO project, and are described in detail on the following pages.

The project committee wishes to acknowledge the assistance and cooperation of Dr. Kenneth Berry of the Department of Sociology in designing and analyzing this aspect of AIMLO evaluation; of Dr. Leonore Tiefer of the Department of Psychology, and other faculty and students of the Psy100 classes; and of Dr. Edward Dash of the Department of Education for advice on educational

measurement and testing. We are especially grateful to the Office of Educational Media and Mr. Adrian Logsdon for technical assistance. The project is indebted to Dr. Frank Vattano and the Office of Instructional Development for the initial and supplemental grants. Substantial assistance came from the staff of the CSU Libraries: Director L. W. Anderson, Assistant Director R. D. Hershcopf, and Research and Development Librarian R. W. Burns. A special acknowledgement is due to Business and Economics Librarian Barbara Aro, an original member of the project committee and a principal contributor to the success of the undertaking.

We also wish to express appreciation to Dr. Richard Johnson, an authority on instructional evaluation with the Exxon Educational Foundation in New York City, for his appraisal of our evaluation techniques, which were described at a recent Conference on Library Instruction Evaluation at the University of Denver.

EVALUATION

Because of the informal, on-demand nature of the AIMLO project, we had great difficulty in deciding upon a method for evaluation. We had placed considerable value on the desirability of a "hands-off" policy--that is, letting the student decide when and if he wanted to use the machines, with no coercion or inquisitive follow-up by the library staff. At the same time, we really wanted to get some measure of the effectiveness of this type of instruction.

Initially, we collected two types of data. First, a counter attached to each machine recorded each use. The counters were activated when the telephone receiver was lifted from its cradle.

Over a 14 month period, from November 1, 1971 to December 31, 1972, the counters recorded use as follows:

PERIODICAL INDEXES PROGRAM on 3-M device	6,569 uses
CARD CATALOG PROGRAM on Carousel/Cousino device	3,834 uses
DOCUMENTS PROGRAM on Cousino (audio-only) device	1,912 uses
	13,217 Total

By adding this total, 13,217, to the total number of uses during a previous three-week period, (1,654) a grand total of 13,969, or nearly 14,000 uses were made of the devices during the 15 months of operation. Speculatively speaking, one could say that, at approximately five minutes per use (the average length of each of the programs), 1,170 hours or nearly four typical reference service months were "covered" by the programs on the AIMLO machines during the 15 month period of time. It is interesting to note that

there was a coincidental drop in the number of questions at the General Reference desk during Fall Quarter, 1972, as compared with Fall Quarter, 1971. Reference questions are regularly tallied on a one-hour-per-day random sampling basis.

The second type of data we collected was from questionnaires, voluntarily filled out by students. These questionnaires (Appendix A) were placed in boxes adjacent to the machines, and a low-keyed appeal for the user's "help in allowing us to evaluate this kind of instruction" was one of the last statements heard on each tape program.

During the 14-month period from November, 1971, to December, 1972, the questionnaire response rate was four per cent of use for the periodical index program, six per cent for the card catalog program, and five per cent for the documents program. While these are not sufficient response rates to be statistically significant, it can be said that responses to the questions which attempted to assess the value of this method of orientation indicate an almost total acceptance and, in fact, preference for this method of instruction on the part of the responders. Responses to questions number 2, 4, 6, and 7 were overwhelmingly in favor of the programs and found the mechanical performance of the devices to be satisfactory. The response to question 8 was surprising in that students using the devices strongly preferred getting this kind of information through use of an audio-visual program, and substantially preferred that means over asking a librarian. Question 9 elicited many enthusiastic and gratifying comments, as well as some useful suggestions.

During May, 1972, an attempt was made to assess the effectiveness of the AIMLO devices through the use of a telephone interview technique. A different questionnaire format was devised (Appendix B) and these questionnaires replaced the regular questionnaire during the month of May, 1972. A telephone interview form was devised to standardize the information sought during

each interview. While the response rate to this appeal was not substantial, (30), and even fewer responders, (16), agreed to a telephone interview, the information gained in the telephone interviews gave further indication of the positive effectiveness of the programs when the responders actually used the information they had learned from watching and/or listening to the programs.

In the summer of 1973, we decided upon a plan to evaluate the AIMLO instruction by means of a library use quiz, administered to three sections of Psy100, the introductory psychology course.

This particular class was chosen because of several factors: 1) Psy100 is taken by many freshmen, and the AIMLO programs were developed especially for freshmen; 2) Psy100 registrants include students from all of CSU's eight colleges, representing many different majors (our sample included students with 69 different major courses of study); and 3) the professor supervising all Psy100 sections had worked closely with our staff, understood our problem and intent, and she gained the cooperation of the instructors involved.

The process began during the week of October 1st, soon after the opening of the fall quarter. Following our directions, the instructor of one Psy100 section urged his students to use the AIMLO machines (having programs on the card catalog and periodical indexes) to familiarize themselves with the library. A second psychology section received copies of the Guides to the Libraries (Appendix C and D) covering much of the same information presented in the AIMLO programs, and these students were told to read the Guides. The third Psy100 section received no library information. None of the sections were told about the forthcoming test.

On October 8th, each section was given the "Library Use Quiz" (Appendix E). A total of 502 students completed the quiz.

In addition to the first five demographic and general questions, the test consisted of 16 multiple-choice questions, the answers to which were covered both

by the printed Guides and by the AIMLO programs.

The data from the tests was analyzed using a "canned" program, the SPSS (Statistical Package for the Social Sciences). In this we were ably assisted by Dr. Kenneth Berry, a member of the sociology faculty. Dr. Berry is a statistician with long experience in research methods, who teaches courses in analysis and interpretation of sociological data.

We were primarily interested in finding out the degree of success on the "Library Use Quiz", as between students having no previous instruction, instruction by AIMLO machines, by the printed Guides, by a librarian, and by a combination of several of these methods.

We also wanted to see the scores of what we called "Library Use Knowledge" (based on those questions which involved knowledge of actual use of the library) as compared to "Library Location Knowledge" (based on three questions which merely required geographical acquaintance with the building and services).

We probably should not have been as surprised as we were to discover that the directions given by the instructors in the three Pyl00 sections had little or no effect on what the students actually did. For instance, of 196 students in the section assigned use of the machines, only 74 indicated that they had done so. As a matter of fact, 52.8 per cent of the entire population tested indicated they had no exposure to any of the types of instruction.

For analysis, the responders were divided into eight groups, according to their answers to questions one through three.

Group one -- no exposure to instruction	52.8 per cent (265)
Group two -- helped by librarian	15.7 per cent (79)
Group three -- read Guides	4.8 per cent (24)
Group four -- used AIMLO machines	4.4 per cent (22)

Group five -- helped by librarian and read Guides.	8.6 per cent (43)
Group six -- helped by librarian and used machines	5.3 per cent (28)
Group seven -- read Guides and used machines	3.0 per cent (15)
Group eight -- all three types (machines, Guides, librarian)	5.0 per cent (25)

The following table shows the mean scores on the test, out of a possible perfect score of 16. Group four, the students who responded that they had used the machines only, scored highest. The next highest groups, groups seven and eight, had used all three types of instruction, or the machines and Guides. Of those indicating only one type of instruction, the lowest score was made by students using the printed Guides. And the group with no exposure ranked last.

MEAN SCORES ON LIBRARY USE QUIZ

GROUP 1	(NO EXPOSURE)	7.5208	(8)
GROUP 2	(LIBRARIAN)	8.9873	(5)
GROUP 3	(GUIDES)	8.8750	(7)
GROUP 4	(MACHINES)	10.7727	(1)
GROUP 5	(GUIDES & LIBRARIAN)	9.2093	(4)
GROUP 6	(MACHINES & LIBRARIAN)	8.9286	(6)
GROUP 7	(MACHINES & GUIDES)	9.4000	(3)
GROUP 8	(MACHINES,GUIDES,LIBN)	9.8000	(2)

The AIMLO machines appear in the top three categories, according to test results. That students may learn more from the audio-visual devices than from

the printed word is indicated in the difference in scores between the machine-only group (group four) and the Guides-only group (group three).

Here are the groups compared again, as to Library Use Knowledge, and Library Location Knowledge. Groups having used the machine are still in the top two categories.

MEAN SCORES -- LIBRARY USE KNOWLEDGE

GROUP 1	(NO EXPOSURE)	5.8340	(8)
GROUP 2	(LIBRARIAN)	6.9367	(5)
GROUP 3	(GUIDES)	6.7500	(7)
GROUP 4	(MACHINES)	8.4545	(1)
GROUP 5	(GUIDES & LIBRARIAN)	7.0465	(4)
GROUP 6	(MACHINES & LIBRARIAN)	6.8214	(6)
GROUP 7	(MACHINES & GUIDES)	7.3333	(2)
GROUP 8	(MACHINES,GUIDES,LIBN.)	7.1200	(3)

MEAN SCORES -- LIBRARY LOCATION KNOWLEDGE

GROUP 1	(NO EXPOSURE)	1.6868	(8)
GROUP 2	(LIBRARIAN)	2.0506	(7)
GROUP 3	(GUIDES)	2.1520	(4)
GROUP 4	(MACHINES)	2.3182	(2)
GROUP 5	(GUIDES & LIBRARIAN)	2.1628	(3)
GROUP 6	(MACHINES & LIBRARIAN)	2.1071	(5)
GROUP 7	(MACHINES & GUIDES)	2.0667	(6)
GROUP 8	(MACHINES,GUIDES,LIBN.)	2.6800	(1)

The techniques used by Dr. Berry is called analysis of variance--which answers the question, "Is there a real difference (in this case, between the scores of each group), or is it due to chance?" The answer is this: There is less than one chance in 10,000 that there is not a real difference. When range of possible score is only 16 points, the difference between a score of seven and one of ten is significant.

There are two points that somewhat muddy the waters, and, if we were to re-run the test, we would probably change. First, the question about being helped by a librarian is vague and subject to misinterpretation. What, in the student's mind, is a librarian? Possibly someone at the loan desk, who informs him his book is overdue? And how much "help" is help? Second, we had no way to measure the student's prior knowledge, before use of the machine or other kinds of instruction.

As stated at the outset, we are reluctant to become involved in a strict, enforced sort of testing program. But we feel that through the various kinds of evaluation methods we have used, we can assume that students do learn from the AIMLO programs, at least as well or better than from other kinds of instruction.

RESPONSE OF THE LIBRARY PROFESSION

Some observations on the response of the profession to the AIMLO approach to library use instruction were related in the Second Report, January, 1973. The response continues to be lively.

Information on details of the programs has been widely disseminated, through correspondence and at various conferences.

Data on the programs, copies of the scripts, and information on the mechanical operation and sources of equipment, is on file and available from:

ACRL Ad Hoc Committee on Bibliographic Instruction
c/o Thomas Kirk, Chairman, Earlham College, Richmond, Indiana

and

Project LOEX (Library Orientation Exchange)
c/o Mary Butterfield, Eastern Michigan University,
Ypsilanti, Michigan

AIMLO information also appears annually in LIST (Library and Information Science Today), edited by Paul Wasserman and published by Science Associates, New York. The project is documented in Academic Library Bibliographic Instruction: Status Report 1972, edited by Thomas Kirk (ED072 823). Questionnaires used in connection with AIMLO evaluation are reproduced in an article by John Lubans, Evaluating Library User Education Programs, (Drexel Library Quarterly, 8: 325-43, July, 1972).

RECOMMENDATIONS

Based on the results and conclusions given in this report, we make six recommendations:

1. The Libraries should assume the responsibility for continuing the AIMLO project, including
   a) Costs of equipment maintenance and repair,
   b) Replacement of equipment or purchase of new equipment,
   c) Provision of released time for appropriate personnel to rewrite programs or create new programs,
   d) Costs of supplies and services for new programs.
2. The Libraries administration should encourage other interested staff personnel to participate in formulating new programs.
3. Consideration should be given to the relationship of this type of library instruction and equipment in planning space needs for any new library facility at CSU.
4. The Libraries should remain alert to new sources of funds for these programs, from within or without the University.
5. The Libraries should continue to maintain active awareness concerning other types of media or instructional approaches which could be adapted to our needs.
6. The responsibility for recommending an annual budget figure for the AIMLO project, and for coordinating AIMLO and other programs of library instruction, should be placed with the Public Services Division.

APPENDIX A

COLORADO STATE UNIVERSITY LIBRARIES

KEYS TO CSU LIBRARIES

This opportunity for self-instruction in the use of the library was made possible by a grant from the CSU Office of Instructional Development. It involves NO FUNDS from the CSU Libraries' budget. By completing this questionnaire, you will help us evaluate this type of library instruction.

Please mark squares with an X to record your answers (/X/).

0. In what category are you? Please mark one.

freshman 1/ / sophomore 2/ / junior 3/ / senior 4/ / graduate student 5/ / faculty 6/ / staff 7/ / other 8/ /

1. What best describes your reason for listening to this program? Please mark one.

1/ / for curiosity satisfaction
2/ / for general information
3/ / for specific information (for term paper, etc.)
4/ / for class assignment to use this program
5/ / other _____

2. Did you understand this program?

1/ / yes
2/ / no
3/ / not completely

3. How much of the information presented did you already know?

1/ / none
2/ / some
3/ / most
4/ / all

4. Do you think you will find this program helpful in using the library?

1/ / yes
2/ / no
3/ / somewhat

5. How did you find the mechanical performance of this device?

1/ / satisfactory
2/ / unsatisfactory

6. How would you prefer to get this kind of information about the library? Please mark one.

1/ / watching or listening to this kind of program
2/ / asking a friend
3/ / reading a library handbook
4/ / asking a librarian

7. Please feel free to use this space and the back for any additional comments which may help us to evaluate this type of library instruction.

APPENDIX B

COLORADO STATE UNIVERSITY LIBRARIES

KEYS TO CSU LIBRARIES

This opportunity for self-instruction in the use of the library was made possible by a grant from the CSU Office of Instructional Development. It involves NO FUNDS from the CSU Libraries' budget. By completing this questionnaire, you will help us evaluate this type of library instruction.

Please mark squares with an X to record your answers (/X/).

Please return the questionnaire to the box nearby.

0. In what category are you? Please mark one.

freshman	sophomore	junior	senior	graduate student	faculty	staff	other
1/ /	2/ /	3/ /	4/ /	5/ /	6/ /	7/ /	8/ /

1. How much of the information presented in this program did you already know?

none	some	most	all
1/ /	2/ /	3/ /	4/ /

2. Do you think you will find this program helpful in using the library?

yes	no	somewhat
1/ /	2/ /	3/ /

3. Would you be willing to participate further in an evaluation of this type of library instruction, by allowing a short telephone interview with a member of the library staff?

yes	no
1/ /	2/ /

If yes, please give your name _____ tel. no._____

What is the best time to reach you at this number? Day_____

Hour_____

THANK YOU VERY MUCH!

PS:23a(71)

APPENDIX C

csu libraries guide to the libraries

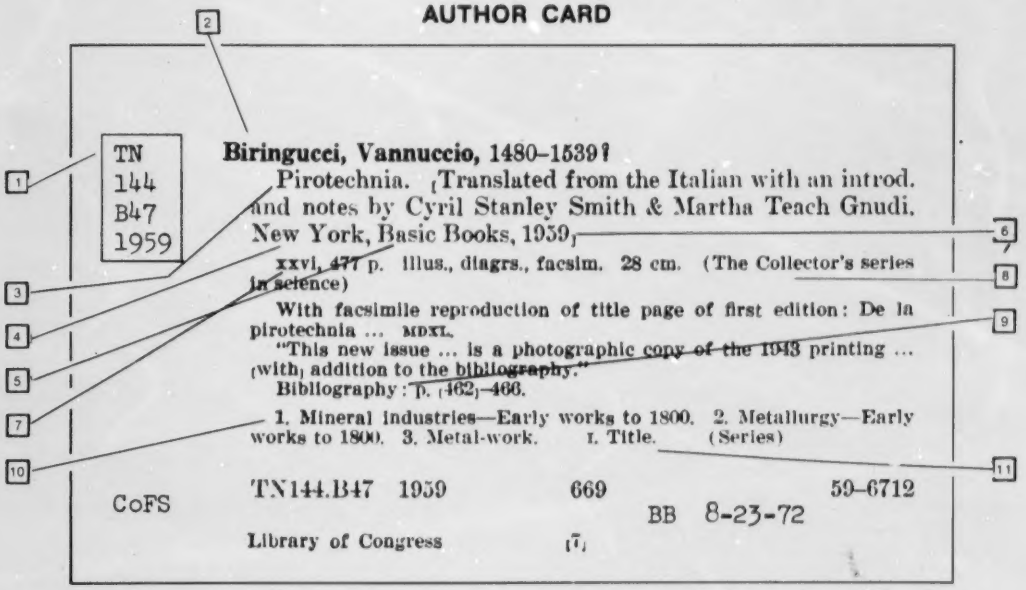
how to find books by using the card catalog

Libraries telephone number: 491-5911 (switchboard)

The card catalog is both a bibliographic tool and a location device for both **books** and **periodicals**. It is located in the Reference Area on the First Floor. Through its use, it can be determined if the book or periodical needed is owned by the Libraries and, if it is, where it is located. The catalog is divided into three major sections: Author, Title, and Subject. Informational signs designate the sections of the card catalog. It is important to pay particular attention to which part of the card catalog is consulted to avoid needless waste of time in the search for material.

Each catalog card gives many pieces of information. The following sample card indicates some of these.

AUTHOR CARD



1. Call number
2. Author's full name
3. Title
4. Place of publication
5. Publisher
6. Date of publication
7. Physical description of book
8. Series of which this book is a part
9. A note: it contains important additional information
10. Subject headings
11. Added entries. There will be an identical card for this book under each of these entries in the author and/or title sections

The call number in the upper left hand corner of the card is the key to physically locating the desired material. The majority of the collection is classified according to the Library of Congress (LC) classification system, but some books are still in the Dewey Decimal system. It is easy to distinguish between the two systems. The LC call number always starts with one or two letters followed by numbers.

The Dewey call numbers always start with numbers. The word **FOLIO** (which means oversize) may appear above the call number; words such as **PERIOD** or **SPECIAL** may appear under the call number. These words are important location aids and must be copied down as part of the total call number.

The call number can be considered as a code to establish the physical location of desired material. The various places where materials are shelved according to call number are listed in the schedule that follows. This schedule is also on the wall to the left of the Loan Desk, and on the boxes of scratch paper on the consultation tables at the card catalog. Leaflets showing this schedule are available at the Loan Desk, the General Reference Desk, and the Science Reference Desk.

Some cards are stamped "In the Librarian's Office." This notation is no longer used. These materials are shelved in **Special Collections**.

AUTHOR

The author section of the card catalog contains a card for each of the Libraries' holdings arranged alphabetically by the author's name. The author can be a person, a corporation, institution, organization, government agency, or other nonpersonal author. Cross reference cards will lead from a form of a name which is not used to the correct entry for that name. Books by the same author are arranged alphabetically by title.

TITLE

The title section of the card catalog contains a card for each of the Libraries' holdings arranged alphabetically by title. Most of the titles are **underlined in green ink,** but older cards and cards for additional titles of a book have the title typed at the top of the card. The articles **A, An,** and **The** and their foreign equivalents are disregarded if they are the first word of the title. If the Libraries have several editions of the same title, the most recent edition will be filed first.

In addition to the title cards, colored "order slip copies" are also filed in the title section of the catalog. These slips indicate titles which are on order or in process. More information about these titles can be secured at the Reference Desk.

TITLE CARD

TN
144
B47
1959

Biringucci, Vannuccio, 1480–1539?

Pirotechnia. [Translated from the Italian with an introd. and notes by Cyril Stanley Smith & Martha Teach Gnudi. New York, Basic Books, 1959]

xxvi, 477 p. illus., diagrs., facsim. 28 cm. (The Collector's series in science)

With facsimile reproduction of title page of first edition: De la pirotechnia ... MDXL.

"This new issue ... is a photographic copy of the 1943 printing ... [with] addition to the bibliography."

Bibliography: p. [462]–466.

1. Mineral industries—Early works to 1800. 2. Metallurgy—Early works to 1800. 3. Metal-work. I. Title. (Series)

CoFS

TN144.B47 1959 669 59-6712

BB 8-23-72

Library of Congress [7]

SUBJECT

The subject section of the card catalog arranges by subject the books and periodicals in the Libraries. It groups together material on the same subject. Each subject heading is typed in **red** at the **top** of the first card (a guide card) for that subject; the various titles on that subject are then filed behind it with the **most recently published title first,** followed by the others in reverse order of their publishing dates. There are cross reference cards which lead from a subject heading which is not used to one which is. For example:

Literature, American
See
American literature

The Library of Congress *List of Subject Headings* may help in determining which subject heading should be examined. The *List of Subject Headings* is located on a stand at the west end of the card catalog. It also contains "see also" references, indicating related subject headings where additional material may be found.

Many subjects are divided by dates, geographical or political divisions, or forms of materials. A few of the most common form subdivisions are **bibliographies, collected works,** and **periodicals.** If assistance is required in locating a particular subject, ask at the Reference Desk.

SUBJECT CARD

TN
144
B47
1959

Biringucci, Vannuccio, 1480–1539?
Pirotechnia. [Translated from the Italian with an introd. and notes by Cyril Stanley Smith & Martha Teach Gnudi. New York, Basic Books, 1959]
xxvi, 477 p. illus., diagrs., facsim. 28 cm. (The Collector's series in science)
With facsimile reproduction of title page of first edition: De la pirotechnia ... MDXL.
"This new issue ... is a photographic copy of the 1943 printing ... [with] addition to the bibliography."
Bibliography: p. [462]–466.
1. Mineral industries—Early works to 1800. 2. Metallurgy—Early works to 1800. 3. Metal-work. I. Title. (Series)

CoFS

TN144.B47 1959 669 59-6712
BB 8-23-72
Library of Congress [7]

SERIES CARD

The Collector's series in science.

TN
144
B47
1959

Biringucci, Vannuccio, 1480–1539?
Pirotechnia. [Translated from the Italian with an introd. and notes by Cyril Stanley Smith & Martha Teach Gnudi. New York, Basic Books, 1959]
xxvi, 477 p. illus., diagrs., facsim. 28 cm. (The Collector's series in science)
With facsimile reproduction of title page of first edition: De la pirotechnia ... MDXL.
"This new issue ... is a photographic copy of the 1943 printing ... [with] addition to the bibliography."
Bibliography: p. [462]–466.
1. Mineral industries—Early works to 1800. 2. Metallurgy—Early works to 1800. 3. Metal-work. I. Title. (Series)

CoFS TN144.B47 1959 669 59-6712
Library of Congress [7]
BB 8-23-72

SERIES

Many books are part of a series. If there is an entry for the series at the bottom of the catalog card, additional books in that series may be found by looking under the **title** of the series in the title section of the catalog or the **author** of the series in the author section.

SOME SIMPLE FILING RULES

Knowledge of a few simple filing rules should make it easier to use the card catalog.

1. The basic order is alphabetical, word by word, disregarding punctuation.
2. M', Mc, Mac are all filed together as if they were spelled Mac.
3. All abbreviations are filed as if spelled in full: Mr., Ft., and St. are filed as if spelled Mister, Fort, and Saint.
4. Numbers are filed as if spelled in full: 1001 will be filed as though spelled one-thousand and one.
5. A, An, The, and their foreign equivalents are ignored **only** when they are the first word of the title.
6. Entries beginning with initials are filed at the beginning of each alphabetical section.

If you need help in learning to use the card catalog, you are invited to try the experimental self-service unit in the General Reference area which explains its use. For additional assistance, be sure to consult a Reference Desk librarian.

Once the call number of the book has been obtained, its location on the shelves can be found by consulting:

1. The scheme on the next page of this guide; **or**
2. The Call Number Locator on the wall next to the Loan Desk; **or**
3. The Library Locator Leaflet available at the Loan Desk, and at the General Reference and Science Reference Desks; **or**
4. The lists on the scratch paper boxes at all the consulting tables near the card catalog.

If there is difficulty in locating the desired material, the location assistant at the Loan Desk is always ready to help in a search for it.

LIBRARY LOCATOR
LIBRARY OF CONGRESS CLASSIFICATION
(FOLIO means a large sized book or periodical)

A	Basement, East Wing; FOLIO: Basement, far East Wing
B (except BF)	1st floor, North Wing; FOLIO: 1st floor, North Wing
BF, C	Basement, North Wing; FOLIO: Basement, far East Wing
D,E,F,G,H-HB	Basement, North Wing; FOLIO: Basement, far East Wing
HC-HZ,J,K,L	Basement, far North Wing; FOLIO: Basement, far East Wing
M, N, P	1st floor, North Wing; FOLIO: 1st floor, North Wing
P	1st floor, North Wing and Far North Wing; FOLIO: 1st floor, North Wing
Q	2nd floor, East Wing; FOLIO: 3rd floor
R, S, T, U, V	2nd floor, North Wing; FOLIO: 3rd floor
Z	1st floor, North Wing; FOLIO: 1st floor, North Wing

DEWEY DECIMAL CLASSIFICATION

All volumes classified under this system may be found on the 3rd floor, upper level.

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION

U. S. Government Documents	2nd floor, far North Wing

OTHER LOCATIONS

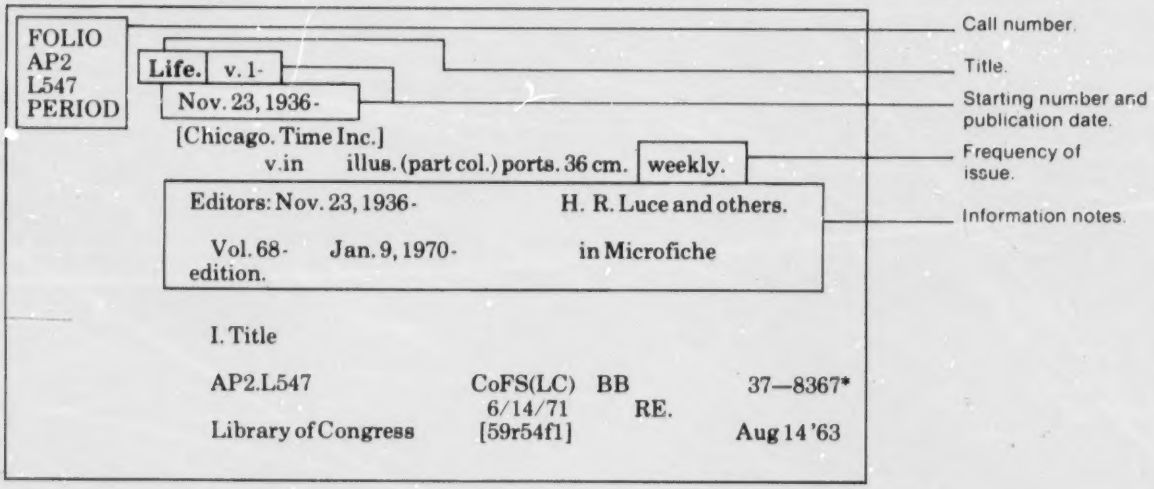
Current Periodicals	Beginning of North Wing, all floors
DOC — U. S. Document	2nd floor, far North Wing
REF — General Reference	1st floor, East Wing
SCI-REF — Science Reference	2nd floor, North Wing
MAP — Maps	1st floor, far North Wing
MICROFILM, etc. — Microtexts	1st floor, West of Loan Desk
PHONO — Tape Collection	1st floor, West of Loan Desk
SPECIAL — Special Collections	1st floor, far North Wing (locked)
ARCHIVE	Special Collections Area
I. W. — Imaginary Wars	Special Collections Area
THESIS or DISS (archival copy)	Special Collections Area
WESTERN — Western American Literature	Special Collections Area
X — Restricted Materials	Reserve Desk; Basement, East Wing
Current Awareness Collections	Basement, Room 11
Corporate File	Basement, East Wing
Occupational-Vocational File	Basement, East Wing
Curriculum Materials Center	Basement, far East Wing
Where-in-the-World Pamphlet File	Basement, East Wing
NEWSP — Newspapers	Basement, East Wing
Technical Reports	2nd floor, Room 216

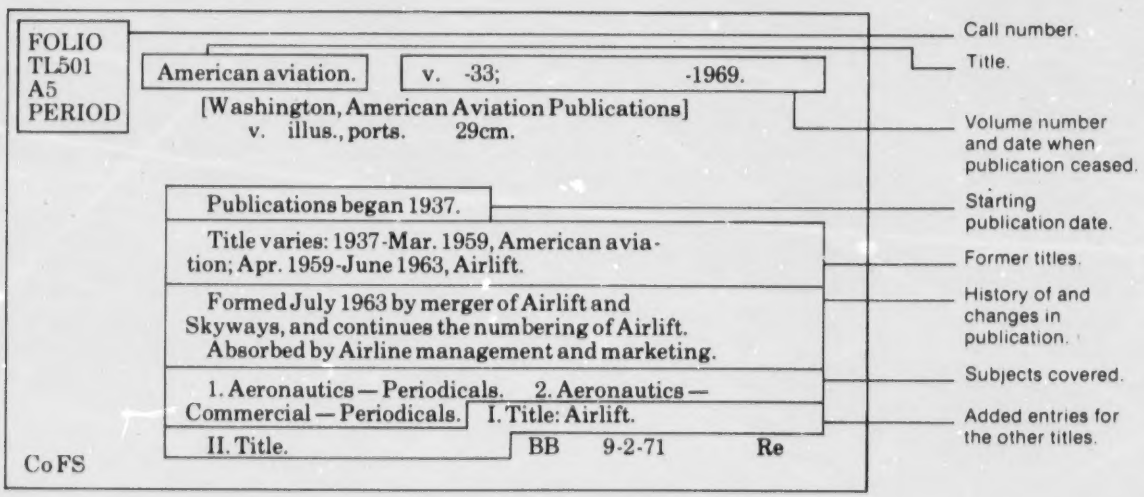
csu libraries guide to the libraries 3

how to identify and locate periodicals

Libraries Telephone Number 491-5911 (switchboard)

Periodicals, like books, are listed in the card catalog. Most periodicals do not have a specific author so they are entered (filed) under their title in the **author** section of the card catalog as well as in the **title** section. Since periodicals sometimes change their titles, information regarding these changes is noted on the cards. There are additional title cards in the catalog for these title changes. Below are two examples of cards for pericdicals and the information that can be gathered from them.




FOLIO
TL501
A5
PERIOD
American aviation. v. -33; -1969.
[Washington, American Aviation Publications]
v. illus., ports. 29cm.
Publications began 1937.
Title varies: 1937-Mar. 1959, American aviation; Apr. 1959-June 1963, Airlift.
Formed July 1963 by merger of Airlift and Skyways, and continues the numbering of Airlift. Absorbed by Airline management and marketing.
1. Aeronautics — Periodicals. 2. Aeronautics — Commercial — Periodicals. I. Title: Airlift.
II. Title.
CoFS
BB 9-2-71 Re
Call number.
Title.
Volume number and date when publication ceased.
Starting publication date.
Former titles.
History of and changes in publication.
Subjects covered.
Added entries for the other titles.

The *Serials Book Catalog* (SBC) also lists the periodical holdings of the Libraries. If only the call number of a periodical is needed, the SBC is the quickest way to find it. The SBC is arranged alphabetically and is available in both printed and computer print-out form. The computer print-out is the most up-to-date. There are several copies of the SBC at strategic points throughout the library including the Loan Desk, the General Reference and Science Reference Desks, and the Document Department Office. In the computer print-out form, the **locations** of current issues of periodicals are given. If they are on the **current display shelves**, the notation under the entry in the SBC reads: "Recent issues are kept on or beneath the slanted shelves." If this notation is **absent**, recent issues are shelved in the stacks by call number, next to the bound volumes for that periodical. The General Reference Desk and the Location Assistant at the Loan Desk also have this information.

THERE IS NO SEPARATE ROOM FOR PERIODICALS. Periodicals, like books, are shelved by call number in the stacks. However, **current or unbound issues** of many periodicals are shelved on the **current display shelves**, the slanted shelves on each floor at the beginning of the north wing. On these shelves the periodicals are arranged **in alphabetical order by title**. The call number is the key to which set of current display shelves one should go. The Social Science and General periodicals (A, BF, C-L) are in the basement; those in the Humanities (B, M-P, Z) are on the first floor, and the Science and Technology periodicals (Q-V) are on the second and third floors. If the issue needed is not on a slanted shelf, the shelf should be tipped up, revealing less recent issues stacked below. For the reader's convenience, **call numbers** of periodicals on the current display shelves are noted on the labels below the shelves, so that bound volumes in the stacks can be located.

Once it has been determined that the Libraries have a particular periodical title by locating it in either the card catalog or the SBC, the Serial Record, which is located near the periodical indexes in the South Foyer, will furnish the information as to whether a specific volume is owned by the Libraries and if it is bound or unbound.

The Serial Record lists which volumes of each periodical are held by the Libraries; numbers for bound volumes are recorded in ink with a dot in front of the number or are typewritten; numbers for unbound volumes are listed in pencil. A penciled number followed by a dash indicates when the Libraries began receiving the publication and that it is not yet bound. On the next page are some of the Serial Record cards for the two titles previously illustrated. For *Life* magazine there are two additional cards in the Serial Record. The first is an index card which shows, for example, that the Index for 1962-63 is bound with Volume 63. The second card indicates which volumes the Libraries hold in **microfiche** form. This information is also on the catalog card.

The call number uniquely identifies each periodical title, and is the key to its location in the building. No periodicals are classified in the Dewey classification system. If the periodical is oversized, the word FOLIO will **always** appear as part of its call number. It is important to remember that FOLIO (oversized) also determines the location of the periodical. A few periodicals are designated in the RESTRICTED (X) collection (for their preservation). They are located at the Loan Desk and can be obtained there.

Once the call number of the periodical has been found, its exact location can be determined by consulting the following aids.

1. Call Number Locator — first floor, on wall next to Loan Desk.
2. Library Locator Leaflet — available at Loan Desk, the two Reference Desks, and at the consulting tables near the card catalog.
3. The locator scheme reproduced on the last page of Guide No. 2 of this series.
4. The Location Assistant stationed at the Loan Desk.

SERIAL RECORD CARDS

FOLIO
TL501 American aviation.
A5
PERIOD

31, 1967/68 in 2v		
32, 1968 in 2v		
33, 1969 in 2v		

Ceased with v. 33, #3, July 7, 1969

FOLIO
AP2 Life
L547
PERIOD v.

		INDEX
62-63, bd.w.v.63, Nov.-Dec., 1967		
64-65, bd.2.v.65, Nov.-Dec., 1968		

MICROFICHE
AP2 Life.
L547
PERIOD v. & date

68, Jan-June 1970		
69, July-Dec. 1970		
70, Jan-June 1971		
71, July-Sept. 1971		
71, Oct-Dec, 1971		
72, Jan-Mar, 1972		

Poster guides at the entrance to each wing on each floor, and guide cards at both ends of each bookstack range give more specific and detailed location information.

A handy and valuable guide to the most popular periodicals collected by the Libraries is one that lists those titles indexed in the *Readers' Guide to Periodical Literature*. This guide is revised annually by the Reference Department Staff. For each periodical the Libraries own, and which currently is indexed in the *Reader's Guide*, it shows the call number, name, holdings (volumes and years) and whether the Libraries are still receiving it. The guide also indicates if the material is in **microform** rather than in printed copy, and the floor and wing on which it can be found. Copies of this guide are in the periodical index area on the first floor, at the General Reference Desk, and at the Location Assistance area of the Loan Desk.

Some periodicals are collected only in **microform** or **microtext** (microfilm, microfiche, microcard) while others are collected in both their original form and in microform. The Serials Record and the *Serials Book Catalog* provide this information. Periodicals in microform are located in the Microtext Room (Room 125) just west of the Loan Desk. They are arranged by call number in special cabinets or file boxes. Viewing and reproducing equipment is available, and assistance in their use may be sought from the staff member assigned to this area or from any Loan Desk personnel.

Periodical articles on a great many subjects are most efficiently found by using periodical indexes such as the *Readers' Guide to Periodical Literature*. Specialized indexes exist for many subject areas. The most important periodical indexes are housed in the South Foyer, and in the General Reference and Science Reference areas. A reference librarian at either reference desk will be happy to assist in the use of these and other indexes.

An experimental self-instructional unit in the general Reference Area near Room 100 explains the use of periodical indexes and how to locate periodicals in the Libraries.

APPENDIX E

LIBRARY USE QUIZ

This quiz is intended to assist the library staff in evaluating and improving services available at the Wm. E. Morgan Library. Your cooperation is appreciated.

Check one answer for each of the following questions:

1. Have you used the auto-instructional (slide/tape) machines located in the first floor lobby of the Library? Yes____ No____

2. Have you read the sections of the printed "Guide to the Libraries" which explain use of the card catalog and how to locate periodicals?
Yes____ No____

3. Have you been helped to use the Library by one of the librarians?
Yes____ No____

4. In what category are you? Freshman____ Soph.____ Junior____
Senior____ Grad.____ Other____

5. What is your major? (Write in answer) _____.

Following are some questions about the Morgan Library at C.S.U. Please check one answer for each question:

6. The C.S.U. card catalog is divided into more than one major section. How many?
____ a) Six
____ b) Two
____ c) Three

7. The card catalog is located on the:
____ a) first floor near the loan desk.
____ b) first floor near the reference desk.
____ c) second floor.

8. If you know only the title of a book,
____ a) you could still find it in the card catalog by looking for the title.
____ b) you would have to find out the author's name first, to find it in the card catalog.
____ c) you could only find it in the card catalog by looking under the subject of the book.

Library Use Quiz

9. When you look in the card catalog for books listed under a subject heading,
   ____ a) cards for the most recently published books under that subject will be filed first.
   ____ b) cards for the most recently published books under that subject will be filed last.
   ____ c) all cards under that subject are filed alphabetically.

10. You can find out the number of pages in a book from information given on the catalog card,
   ____ a) usually.
   ____ b) sometimes.
   ____ c) rarely.

11. Catalog cards contain information about the subjects covered by a book,
   ____ a) in the upper, right-hand corner of the card.
   ____ b) immediately following the title.
   ____ c) near the bottom of the card.

12. To find the title "The History of Henry Fielding" in the card catalog, you should look under the word:
   ____ a) The
   ____ b) History
   ____ c) Fielding

13. The call number for a book or periodical is found:
   ____ a) in the center bottom of the catalog card.
   ____ b) in the lower left-hand corner of the catalog card.
   ____ c) in the upper left-hand corner of the catalog card.

14. Most books at C.S.U. are classified in the
   ____ a) Library of Congress classification system.
   ____ b) Dewey Decimal system.
   ____ c) Universal Decimal classification system.

15. Which of the following is a Dewey Decimal classification call number?
   ____ a) 611/B18s.
   ____ b) 67-6229.
   ____ c) TN144/B47/1959.

Library Use Quiz

16. Which of the following is a Library of Congress classification call number?
____ a) TN/144/B47/1959.
____ b) 611/B18s.
____ c) 67-6229.

17. At C.S.U., the word FOLIO in a call number means:
____ a) an unbound periodical.
____ b) a large size book or large size periodical.
____ c) a bound volume of a periodical.

18. To find out exactly which volumes of a periodical the Library owns, you would go to:
____ a) the periodical indexes.
____ b) the serials record.
____ c) the shelves where the volumes are.

19. To receive help in using the periodical indexes, the best place to ask is at:
____ a) the loan desk.
____ b) the reserve desk.
____ c) a reference desk.

20. Many of the most recent periodicals are shelved:
____ a) in the periodicals room.
____ b) at the reserve desk.
____ c) on the slanted display shelves.

21. Materials on microtext are located:
____ a) in a room behind the loan desk.
____ b) on the shelves with other books.
____ c) at the reserve desk.